



gleck dty share dy kinjagh

# **Internal Appeals Procedure (Access arrangements, special consideration and other administrative issues) 2023/24**

**Queen Elizabeth II High School**

## Internal Appeals Procedure (Access arrangements, special consideration and other administrative issues) 2023/24

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <b>Centre name</b>                   | <b>Queen Elizabeth II High School</b> |
| <b>Centre number</b>                 | <b>45011</b>                          |
| <b>Date procedure first created</b>  | <b>05/04/2024</b>                     |
| <b>Current procedure approved by</b> | <b>Mr John Kinley</b>                 |
| <b>Current procedure reviewed by</b> | <b>Paula Venezia</b>                  |
| <b>Date of next review</b>           | <b>18/09/2024</b>                     |

### Key staff involved in the procedure

| <b>Role</b>                        | <b>Name</b>  |
|------------------------------------|--|
| <b>Head of centre</b>              | <b>Mrs Charlotte Clarke</b>  |
| <b>Senior leader(s)</b>            | <b>Jason Coole (Deputy Head), Julie Ozer (Business Manager), Joanne Steriopulos (Assistant Head), John Kinley (Assistant Head), Olivia Graham (Assistant Head) Steven Slack (Assistant Head Data and Assessment)</b> |
| <b>Exams officer</b>               | <b>Paula Venezia</b>   |
| <b>ALS lead/SENCo</b>              | <b>Mrs Leanne Edge</b>   |
| <b>Other staff (if applicable)</b> |  |

This procedure is reviewed and updated annually to ensure that appeals against any decision at Queen Elizabeth II High School relating to access arrangements and special consideration or other administrative issues are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ publication **General Regulations for Approved Centres**. This procedure is also informed by the JCQ publications **A guide to the awarding bodies' appeals processes** (chapters 3, 7), **A guide to the special consideration process** (sections 1, 2, 6), **Access Arrangements and Reasonable Adjustments** (Importance of these regulations), **GR** (section 5.4) and **Suspected Malpractice: Policies and Procedures** (section 3.3).

## **Purpose of the procedure**

This procedure ensures compliance with JCQ regulations (GR 5.3) which state that centres must have in place and available for inspection, a written internal appeals procedure which must cover at least appeals regarding centre decisions relating to access arrangements and special consideration.

## **Access arrangements and reasonable adjustments**

### **Queen Elizabeth II High School will:**

- comply with the principles and regulations governing access arrangements and reasonable adjustments as set out in the JCQ publication **Access Arrangements and Reasonable Adjustments**
- ensure that all staff who manage and implement access arrangements and reasonable adjustments are aware of the requirements and are appropriately supported and resourced

### **In accordance with the regulations, Queen Elizabeth II High School:**

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

### **Examples of failure to comply include:**

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

## **Special consideration**

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

### **Queen Elizabeth II High School will:**

- comply with the requirements as set out in the JCQ publication **A guide to the special consideration process**
- ensure that all staff who manage and administer special consideration applications are aware of the requirements

Where Queen Elizabeth II High School has appropriate evidence signed by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for the affected

candidate/candidates.

## **Centre decisions relating to access arrangements/reasonable adjustments and special consideration**

This may include:

- a decision not to award/apply for a specific access arrangement/reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration

Where Queen Elizabeth II High School makes a decision in relation to the access arrangement(s)/reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An internal appeals form should be completed and submitted within five working days of the decision being made known to the appellant

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements/reasonable adjustments and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within five calendar/working days of the appeal being received and logged by the centre.

If the appeal is upheld, Queen Elizabeth II High School will proceed to implement the necessary arrangements and/or to submit the necessary application.

## **Appeals regarding centre decisions relating to other administrative issues**

Circumstances may arise that cause Queen Elizabeth II High School to make decisions on other administrative issues that may affect a candidate's examinations/assessments.

Where Queen Elizabeth II High School may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An internal appeals form should be completed and submitted within five working days of the decision being made known to the appellant

The appellant will be informed, in writing, of the outcome of the appeal within five working days of the appeal being received and logged by the centre.

Decisions relating to which subject and tier of entry a candidate is entered for is taken by the Head of Subject in conjunction with the subject teacher. Students wishing to be entered or withdrawn from a subject or have their tier of entry amended against the recommendations of the Head of Subject need to provide written permission from a parent or guardian prior to the amendment taking place.

## Internal Appeals form

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

|   |  |                         |  |
|---|--|-------------------------|--|
| <b>Candidate Name</b>                       |  | <b>Candidate Number</b> |  |
| <b>Awarding body</b>                        |  | <b>Exam paper code</b>  |  |
| <b>Qualification type</b><br><b>Subject</b> |  | <b>Exam paper title</b> |  |

**Please state the grounds for your appeal below**

*(If applicable, tick below)*

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking  
*If necessary continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed*

**Candidate Signature:**

**Date of signature:**

**This form must be signed, dated and returned to the Exams Officer on behalf of the head of centre within five calendar days of receiving your internal assessment marks or your review decision.**



## **Further guidance to inform and implement appeals procedures**

### **JCQ**

General Regulations for Approved Centres

<https://www.jcq.org.uk/exams-office/general-regulations>

Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services>

JCQ Appeals Booklet

<https://www.jcq.org.uk/exams-office/appeals>

Notice to Centres – informing candidates of their centre assessed marks

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

### **Ofqual**

GCSE (A\* to G) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>

GCE qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>

Pre-reform GCE qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>